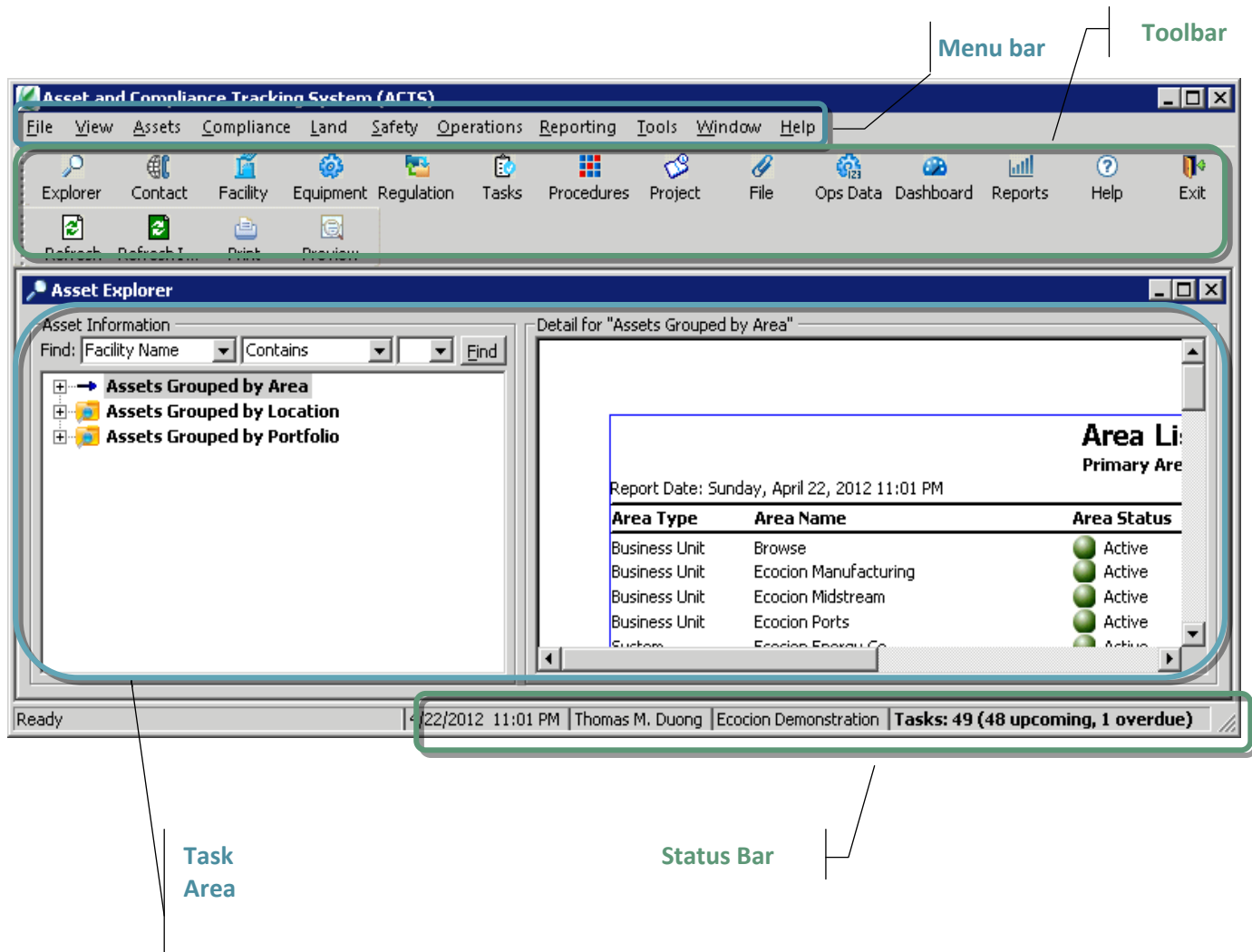


ACTS Basic Features

ACTS Application Layout

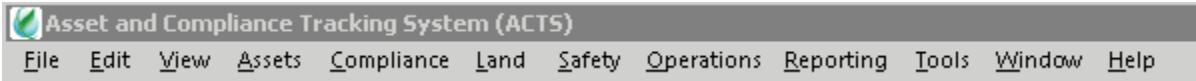
Similar to Microsoft® programs, such as Word® and Excel®, the layout of ACTS consists of several workspaces:

- **Menu Bar** – Used to access all the functionality in the application
- **Toolbar** – Used to directly access select functionality in the application
- **Task Area** – Used to view or edit the application information
- **Status Bar** – Shows the key application information (i.e. current user, database, and tasks)



Menu Bar

Use the menu bar to access all of the ACTS functionality.

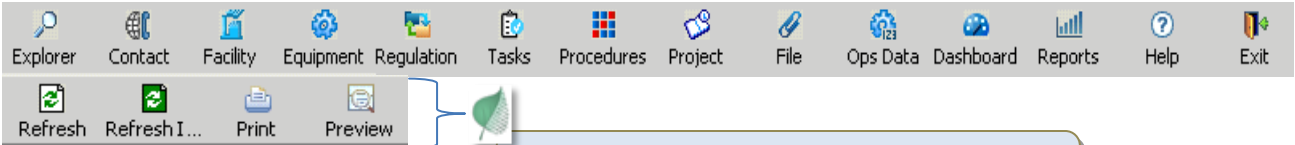


The availability of menu options and dropdowns depend on the window that is selected.

Menu Options	Description
File	This menu contains basic options, such as New, Open, Copy, Delete, Close, Save, Save As, Print, Print Preview, Exit, etc. These options change depending on the window in view.
Edit	This menu contains Undo, Cut, Copy, Paste, Clear, Select All, etc.
View	This menu contains options for changing the display within an open window.
Assets	This menu accesses the Asset Explorer, Portfolio, Area, Facility and Equipment windows.
Compliance	This menu accesses the Agency, Agency Exception, Audit, Audit Spreadsheet Import, Emission Data, Regulation, Regulation Synchronization, and Tasks windows
Land	This menu accesses the Lease Window.
Safety	This menu accesses the Incident, Hazard, Injury, Observation, Property Damage, Vehicle Accident, Training and Attendance Spreadsheet Import windows.
Reporting	This menu accesses the Dashboard, Document Generator, Form, Procedures and Best Management Practices, and Report windows.
Tools	This menu contains basic user implements such as File Attachment and Display Filters, plus more advanced options such as Code Maintenance, Security, and Utilities which can only be accessed by ACTS Administrators.
Window	This menu changes the window layout. Select Cascade, Tile Horizontal, Tile Vertical, Layer or Minimize All Windows to arrange multiple windows or change window views by selecting from a list of all windows currently open within ACTS.
Help	This window accesses various resources to assist in using ACTS.

Toolbar

Use the toolbar as a shortcut tool to directly access ACTS functionality.



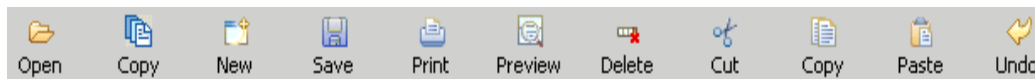
The availability of the sheet toolbar icons depend on the window that is selected (or active).

Toolbar Icons

Icon	Description
Explorer	This icon opens the Asset Explorer Window.
Contact	This icon opens the Contact Explorer Window.
Facility	This icon opens the Facility Window.
Equipment	This icon opens the Equipment Window.
Regulation	This icon opens the Regulation Window.
Tasks	This icon opens the Tasks Window.
Procedures	This icon opens the Best Management Practices Window.
Project	This icon opens the Project Window.
File	This icon opens the File Attachment Window.
Ops Data	This icon opens the Operational Data Window.
Dashboard	This icon opens the Dashboard Window.
Reports	This icon opens the Reports Window.
Help	This icon opens the Help Window.
Exit	This icon exits the ACTS application.
Global Refresh	The white refresh icon collapses the Asset Explorer and refreshes all data in the reports.
Local Refresh	The green refresh icon collapses to the selected level in the Asset Explorer and refreshes all data in the reports below the selected level.
Print	This icon that opens the Print Window.
Preview	This icon displays a report preview of a selected item.

Sheet Toolbar Icons

The sheet toolbar icons are used for data editing.



The availability of sheet toolbar icons depend on the window that is selected (or active).

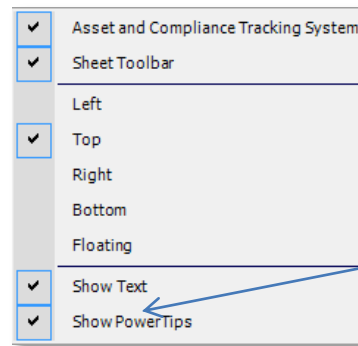
Sheet Toolbar Icons

Icon	Description
Open	This icon opens a list of all data records in ACTS, which can then be filtered. (EXAMPLE: If a Regulation Window is active, Open will provide a list of all regulations within ACTS to select from.)
Copy	This icon creates a copy of the existing data record. The new data record is opened in another window and "Copy of" is appended to the name.
New	This icon creates new data record.
Save	This icon saves any data that has been changed or edited within the selected window.
Print	This icon opens the Print Window.
Preview	This icon displays a report preview of a selected item.
Delete	This icon will delete the selected item. Selecting this permanently terminates the selected data and should not be utilized (unless given permission by an ACTS Administrator). To maintain a record within ACTS, add an inactive date instead of deleting.
Cut	This icon is used to cut text.
Copy	This icon is used to copy text.
Paste	This icon is used to paste text.
Undo	This icon will undo the last data modification and does not work for past actions.

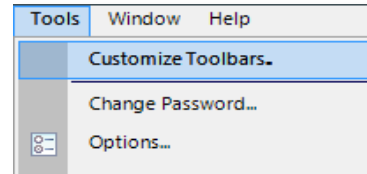
Customize Toolbar

To customize the layout of the toolbar use the context menu.

1. Right-click on the toolbar.
2. Choose a command from the menu.
or
1. Select **Tools** → **Customize Toolbar** from the menu bar.
2. Make changes as desired and select **OK**.

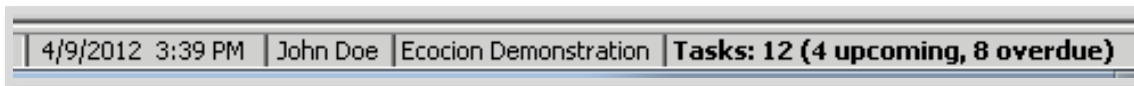


Select the **Show Text** option to make all of the toolbar icons larger and add text under them.



Status Bar

The status bar shows key application information in the bottom right corner including:

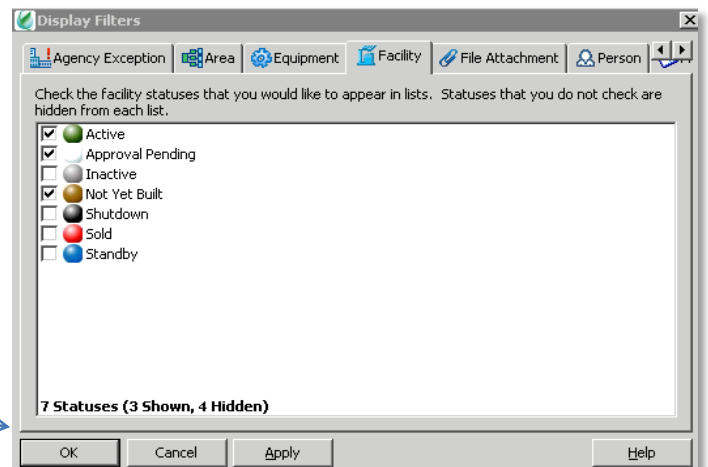
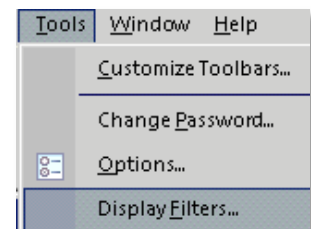


- Current date and time
- Name of the user logged into ACTS
- Database name
- The user's task notification: This shows how many tasks are upcoming and how many tasks are overdue. Double-click on the task notification to open the task screen.

Display Filter

Use this **Display Filters Window** to specify the various lists and search results throughout the application.

1. Select **Tools** → **Display Filters** from the menu bar.
2. The **Display Filters Window** will open.
3. Checking the box next to a status will cause any item with that status to display in lists and search results. Conversely, any statuses unchecked are hidden from the lists and search results.
4. Select **Apply** to keep the window open and continue making changes.
5. Select **OK** to apply changes and close the Display Filters Window.



Verify that the statuses update at the bottom when changes are made. This shows how many displays are shown/hidden.

Sort Column Data

ACTS can change column sorting in any screen with multiple columns.

1. Select the column headings to sort. Select the column headings again to switch between ascending and descending order.

Limit Type ¹	Compound ¹
Emission - Calendar Year	Carbon Monoxide
Emission - Calendar Year	VOC
Emission - Calendar Year	Benzene
Emission - Rolling 12 Month	n-Hexane
Emission - Rolling 12 Month	VOC

Sort order follows ACTS conventions, sorting numerically and then alphabetically.

2. To sort by two columns, select the first column header to be sorted. While holding **CTRL**, select the second column header to be sorted.

Limit Type ¹	Compound ¹
Emission - Calendar Year	Benzene
Emission - Calendar Year	Carbon Monoxide
Emission - Calendar Year	VOC
Emission - Rolling 12 Month	n-Hexane
Emission - Rolling 12 Month	VOC

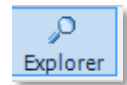
EXAMPLE: Limit Type was selected, sorting alphabetically. Then, while holding CTRL, Compound was selected sorting secondarily.

Filter Search Result Data

Additional windows may open in ACTS to narrow results. Filter by selecting a column heading then entering text into the **Filter** text box.

Select the facility that you would like to open						
Filter: <input type="text"/> in "Area" column						
Facility Name	Alternate Name(s)	Facility Type	Facility Status	Area	County	State
North Plant		Plant	Active	Ecocion Manufacturing	Winnebago	WI
Shipyard		Marine Construction and Repair	Active	Ecocion Manufacturing	Lafourche	LA
Ecocion BUR CS		Compressor Station	Active	Ecocion Midstream	Johnson	TX
Ecocion NR Gas Plant		Compressor Station	Active	Ecocion Midstream	Hughes	OK
Ecocion #1 CS2		Compressor Station	Active	Ecocion Midstream	Denver	CO
Ecocion B-1 CS		Compressor Station	Active	Ecocion Midstream	Wise	TX
Ecocion L		Compressor Station	Active	Ecocion Midstream	Johnson	TX
Ecocion R-055 Compressor Station		Compressor Station	Active	Ecocion Midstream	Wise	TX
Ecocion C CS		Compressor Station	Active	Ecocion Midstream	Wise	TX
Maplewood		Gas Processing Plant	Active	Ecocion Midstream	Weld	CO
Denver CS		Compressor Station	Active	Ecocion Midstream	Adams	CO
Ecocion WC Gas Plant		Gas Processing Plant	Active	Ecocion Midstream	Johnson	TX
Ecocion B-C Gas Plant		Gas Processing Plant	Active	Ecocion Midstream	Fremont	WY
Ecocion-20 Compressor Station		Compressor Station	Active	Ecocion Midstream	Parker	TX
HS-1-11		Compressor Station	Active	Ecocion Midstream	Denver	CO
Ecocion GR CS		Compressor Station	Active	Ecocion Midstream	Denton	TX
Ecocion RB CS		Compressor Station	Active	Ecocion Midstream	Canadian	OK
Ecocion CN Gas Plant		Gas Processing Plant	Active	Ecocion Midstream	Canadian	OK

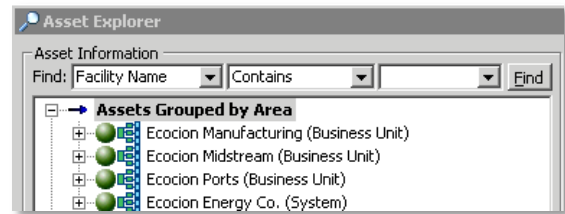
Navigate in ACTS



Navigate using the Asset Explorer

The Asset Explorer is the main screen where all data records can be viewed. The Asset Explorer represents a graphical arrangement of all information within ACTS using a hierarchical design. Select the text at any level in the Asset Explorer hierarchy to view information on a Detail Report, which will open on the right-hand side. The information on the Detail Reports will vary based on the level of the hierarchy chosen.

1. To access the Asset Explorer, select the **Explorer** icon from the toolbar or select **Assets→Asset Explorer** from the menu bar.
2. The **Asset Explorer Window** will open.



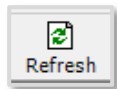
3. To drill down or roll up the Asset Explorer hierarchy, select the icon to the left of each parent level. When selected, the “+” icon expands the hierarchy. When selected, the “-” icon collapses the hierarchy.
4. Select the text of each level to view information on the Detail Report, which will open on the right-hand side.

Detail for "Assets Grouped by Area"

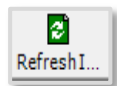
Report Date: Thursday, July 5, 2012 9:10 AM

Records 1 to 6 of 6, Page 1 of 1

Area Type	Area Name	Area Status	Comments	Area ID
Business Unit	Ecocion Manufacturing	Active		68
Business Unit	Ecocion Midstream	Active		22
Business Unit	Ecocion Ports	Active		58
System	Ecocion Energy Co.	Active		41
System	Testing & Training (ActsWeb)	Active	ActsWeb test	16
System	Testing & Training (ActsWeb)	Active	ActsWeb copy test	69



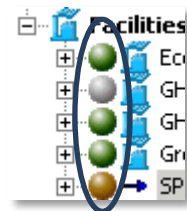
- To roll-up (collapse) the entire Asset Explorer hierarchy, select the **Global Refresh** icon on the toolbar.



- To roll-up (collapse) to a particular level, select a parent level and select the **Local Refresh** icon on the toolbar.

Status Icons

Assets, in the Asset Explorer, may have a colored circle next to their icon indicating the type and/or status of that item. To see more information on the item's status, select the item and the detailed information will display in the Detail Report.



Group Counts

Next to every group in the tree is a number that shows the number of sub-items contained within that group. For example, if the text reads, “Facilities (5)”, then there are 5 facilities contained within that group under a particular asset. Please note that this count shows the total number of items and does not show the filtered count.

Navigate using the Search Bar



Asset Information
Find: Record Name Contains [] Find

To search within Asset Explorer, select the search filter next to **Find**:

1. Select the type of item from the **Find** dropdown. This list will expand as new attributes are added to the system.
2. Select the **Search Operator** from the second dropdown.

Contains: This search operator will search for text that is contained anywhere in the item.

Ends With: This search operator will search for text at the end of the item.


Exactly Matches: This search operator will search for exact text.

Is Similar To: This search operator will search for text that is similar to the item; if spacing or spelling is not exact, it will show any near-matches.

Starts With: This search operator will search for text at the beginning of the item.

3. Enter the **Search Text**.

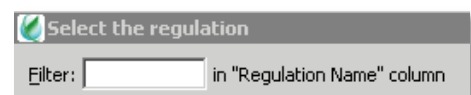
4. Select **Find**.




This is a text field. It is not case sensitive.

5. Based on the entered search criteria, one of the following will occur:

- If the search criteria doesn't match any items, a message will pop-up stating so.
- If the search criteria matches only one item, ACTS will navigate to the item in the Asset Explorer. The Detail Report will open on the right-hand side.
- If the search criteria matches more than one result, a window will open with all possible results.
 - **Sort by columns:** Select the column headings to sort. Select the column headings again to switch between ascending and descending order.
 - **Filter:** Filter by first selecting the column heading to search in and entering a phrase or fragment in the **Filter:** box.
 - Double-click on the desired entry from the list to open or select **OK**.



Select the regulation
Filter: [] in "Regulation Name" column



EXAMPLE: When searching for a regulation, the default filter is *Regulation Name*. To change, select another column, such as *Regulation Type*.